

**DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER AND VEHICLE SERVICES
CUSTOMER SERVICE
CORRESPONDENCE AND RECORD REQUEST**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**


The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Wayne Hurder, Director
Driver and Vehicle Services


Melinda Dudley, Chief Records Officer
Department of Transportation


George Tatum, Commissioner
Division of Motor Vehicles


David Brook, Director
Division of Historical Resources

APPROVED


Lyndo Tippet, Secretary
Department of Transportation


Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 22, 2005

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Item 25393. LIMITED DRIVING PRIVILEGES FILE. Court-issued records granting limited driving privileges during a suspension or revocation period. File also includes limited driving privileges forms.

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 2 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy microfilm currently being held for office in the State Records Center 2 years from date of record.

Item 3169. APPLICATIONS FILE. Applications for original, renewal, and duplicate Commercial Drivers Licenses (CDL). File includes CDL-1, Commercial Drivers License Skill Test Certificates, CDL-5, applications for Commercial Drivers License, and CDL-5A, Certification of Exemption.

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Retain one copy of microfilm in office and transfer one copy of microfilm to the State Records Center for security storage. Destroy microfilm in office after 15 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy microfilm stored in the State Records Center 15 years from date of record.

Item 3170. OUT OF STATE COURT REPORTS AND JUDGMENTS FILE. Convictions for violations of motor vehicles laws (Form DL-47). File includes records concerning uniform traffic violations.

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Retain one copy of microfilm in office and transfer one copy of microfilm to the State Records Center for security storage. Destroy microfilm in office after 10 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy microfilm stored in the State Records Center 10 years from date of record.

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Item 47296. MINOR CONSENT FORMS FILE. Records concerning consent forms signed by a parent or guardian giving consent for a minor to take a road test or drive. File includes Forms DL-3A, 3B, and 3C.

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47297. AFFIDAVIT FOR HEADGEAR FILE. Records concerning applicants' need for headgear based on their religious beliefs and allows individual to be photographed in headgear for a North Carolina drivers license. File includes affidavit statement Form DL-210A. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-30 (5) regarding the confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47298. AFFIDAVIT FOR NAME CHANGE FILE. Records concerning applicants' wishes to change the name on their North Carolina drivers licenses. File includes affidavit statement Form DL-101. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-7.1 regarding the confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 47299. DRIVER LICENSE LIABILITY INSURANCE STATEMENT FILE. Records certifying that an applicant does not own a motor vehicle or operates motor fleet vehicles. File includes Form DL-123A. Statement serves as a waiver of requirement for liability insurance. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-7 (C1) regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47300. HOMELESS LETTERS FILE. Records allowing applicants to be issued identification card based on statement that they do not have a permanent address. File also includes correspondence. (Comply with applicable provisions of 18 USC 2721 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47301. BLIND COMMISSION LETTERS FILE. Records certifying that an applicant is legally blind for the purpose of issuance of identification cards. (Comply with applicable provisions of 18 USC 2721 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 47302. INDIVIDUAL DRIVING RECORD REQUEST FILE. Written requests for individual driving records. File includes Forms DDPA-1, DDPA-2, and related correspondence. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-26 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and quality control procedures completed. Destroy microfilm in office after 3 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47303. JUVENILE ADJUDICATION FILE. Judicial issued orders for juveniles. File includes disposition orders, notices, and Forms DL-53J and AOC-J-466. (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47305. MAIL-IN APPLICATION FILE. Applications for state-issued provisional licenses. File includes Form DL-211. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-7 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47306. RENEWAL OF TEMPORARY LICENSE FILE. Applications for renewal of North Carolina temporary drivers licenses. File includes Form DL-15B. (Comply with applicable provisions of 18 USC 2721 and G.S. 20-7 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 47312. HEARINGS AND INVESTIGATIONS FILE. Records concerning the results of driver license restoration hearings and investigations. File includes hearing officers' notes, investigation reports, forms, correspondence, and other related records. (Comply with applicable provisions of 18 USC 2721 regarding confidentiality of individuals' driving records.)

DISPOSITION INSTRUCTIONS: Microfilm in office to state standards. Destroy paper records in office after microfilm has been verified and all quality control procedures completed. Retain one copy of microfilm in office and transfer one copy of microfilm to the State Records Center for security storage. Destroy microfilm in office after 28 years if no notification of litigation, claim, audit, or other official action involving the records has been received. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy microfilm stored in the State Records Center 28 years from date of record.

Item 3879. 10-DAY REVOCATION (CODE 28) FILE. Forms AOC-CVR-7 concerning revocation reports to Division of Motor Vehicles.

DISPOSITION INSTRUCTIONS: Records transferred to Driver License Correspondence File, Item 13523.